

**THIS VACANCY ANNOUNCEMENT IS BEING ISSUED UNDER THE FOLLOWING:**  
**■ MERIT PROMOTION ■ EXCEPTED SERVICE EXAMING ■ OPM DELEGATED EXAMINING**



**APPLICATIONS MUST BE SUBMITTED TO:**  
**BILLINGS AREA INDIAN HEALTH SERVICE**  
 DIVISION OF HUMAN RESOURCES  
 P.O. Box 36600 - 2900 FOURTH AVENUE, NORTH  
 BILLINGS, MONTANA 59107



**FAX #: (406) 247-7251**

**NOTE:** It is the Applicant's responsibility to ensure they have submitted a complete application. Please refer to the "How to Apply" page for details.

**READVERTISEMENT:** This readvertises this vacancy announcement. Those who previously applied need not reapply.

**POSITION:** SANITARIAN  
 GS-0688-7/9/11

**LOCATION:** IHS Indian Hospital  
 Branch of Environmental Health Services  
 Browning, Montana

**SALARY:** GS-7: \$33,071-\$42,993; GS-9: \$40,454-\$52,591  
 GS-11: \$48,947-\$63,629 Per Annum

|                             |                     |                   |                   |                      |                   |
|-----------------------------|---------------------|-------------------|-------------------|----------------------|-------------------|
| <b>ANNOUNCEMENT NUMBER:</b> | <b>BF-04-089 A1</b> | <b>OPEN DATE:</b> | <b>09-27-2004</b> | <b>CLOSING DATE:</b> | <b>10-18-2004</b> |
|-----------------------------|---------------------|-------------------|-------------------|----------------------|-------------------|

|   |   |   |  |
|---|---|---|--|
| <b>Position Status</b><br><input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary NTE<br><input type="checkbox"/> Term APPT NTE | <b>Work Schedule</b><br><input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent<br><input type="checkbox"/> Part-time <input type="checkbox"/> Subject to Rotating Shifts<br><input type="checkbox"/> On-Call <input type="checkbox"/> Stand-By | <b>Promotion Potential</b><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>To Grade: <u>11</u>                      | <b>Area of Consideration</b><br><input type="checkbox"/> Commuting Area<br><input type="checkbox"/> IHS Area<br><input checked="" type="checkbox"/> Government-Wide                  |
| <b>Supervisory or Managerial</b><br><input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No<br>*May require one year probationary period       | <b>Government Housing May be available</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | <b>Travel</b><br><input type="checkbox"/> Frequent<br><input checked="" type="checkbox"/> Occasional<br><input type="checkbox"/> No Traveling | <b>Relocation</b><br><input type="checkbox"/> Travel and transportation expenses will be paid<br><input checked="" type="checkbox"/> Travel and relocation expenses will not be paid |

**WHO MAY APPLY**

- **Merit Promotion Plan (MPP):** Competitive Status employees, current permanent IHS employees or Reinstatement eligibles.
- **Excepted Service Examining Plan (ESEP):** Individuals enrolled in a Federally Recognized Tribe. **NOTE:** If you are a current permanent IHS employee with Indian Preference you may be considered under the MPP and ESEP, if you indicate on your application your request to be considered under both plans. If candidate being referred is a current permanent Federal employee in the Competitive Service and is selected under this category, the selectee will be converted to an Excepted Service Appointment and required to sign a statement indicating that they voluntarily requested their application be considered under the ESEP and will be required to serve 3 years under the Excepted appointment in order to be converted to a competitive appointment and will be giving up any appeal rights under 5 CFR 432 and 752. Temporary IHS employees, Bureau of Indian Affairs Excepted employees and other Indian Preference candidates will be evaluated under the Excepted Service Examining Plan.
- **PHS Commissioned Officers:** PHS Commissioned Officers may indicate their interest in being considered by submitting a resume' or curriculum vitae. It is the responsibility of the officer to submit sufficient information as stated on the "How to Apply" page to permit this office to determine whether the officer meets the qualification requirements.
- **Delegated Examining Authority:** Any U.S. Citizen **NOTE:** if you're a current Competitive status employee you may indicate on your application your request to be considered under DEA and Merit Promotion or **BOTH**.

**APPLICATIONS AND RELATED DOCUMENTS MAY BE FAXED IN AND ALL APPLICATIONS MUST BE RECEIVED AT THE ABOVE ADDRESS/FAX NUMBER BY 4:30P.M. BEFORE OR ON THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT. THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

THE INDIAN HEALTH SERVICE IS COMMITTED TO EQUAL EMPLOYMENT WITHOUT REGARD TO RACE, RELIGION, COLOR, GENDER, NATIONAL ORIGIN, AGE, DISABILITY OR SEXUAL ORIENTATION. HOWEVER, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25 U.S.CODE, SECTION 472 AND 473), PREFERENCE FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES.

If this is being announced for the Commuting Area relocation expenses will not be paid. Employees who wish to relocate to the Billings Area for their own benefit may apply. If there are no Indian preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.

CANDIDATES MUST MEET TIME AFTER COMPETITIVE APPOINTMENT, TIME IN GRADE, LEGAL, REGULATORY, QUALIFICATION REQUIREMENTS BY THE CLOSING DATE OF THE VACANCY ANNOUNCEMENT.

**THE FOLLOWING SPECIAL HIRING AUTHORITIES MAY ALSO BE UTILIZED:** Handicapped individuals, of former Peace Corps, VISTA, VRA eligible and 30% disabled veterans. Individuals who have special priority selection rights under the CTAP and ICTAP must be well qualified for the position to receive consideration. CTAP and ICTAP eligible candidates must be considered well qualified if: (1) Possesses the knowledge, skills and abilities which clearly exceed the minimum qualification requirements for the position. (2) Meets the basic qualification standards and eligibility requirements for the position. (3) Meets selective placement factor. (4) Be rated above minimally qualified candidates in accordance with the Indian Health Service Merit Promotion Plan. (5) Is physically qualified. **DEFINITION OF WELL-QUALIFIED, AS DETERMINED IN THE BILLINGS AREA INDIAN HEALTH SERVICE:** Rating out at meeting at least a 3 or 4 on the majority of the KSA's for the position being filled. **EXAMPLE:** If there are 5 KSA's the applicant must have at least a 3 or 4 on three of the KSA's in

order to be considered WELL QUALIFIED. CTAP and ICTAP candidates seeking eligibility must submit a copy of the agency notice, most recent performance rating and most recent SF-50 noting position, grade level and duty location. Please indicate on your application if you are applying as a CTAP or ICTAP eligible. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

#### **CONDITIONS OF EMPLOYMENT:**

- A. Selectee will be required to sign an OF-306, Declaration for Federal Employment form certifying to the accuracy and truthfulness of the information provided in their application.
- B. Selectee will be required to complete an SF-85, Questionnaire for Non-Sensitive Positions (Background Record Check) at the time of appointment.
- C. Male applicants born after December 31, 1959, will be required to complete the certification documentation to confirm their Selective Service registration status.
- D. The U.S. Department of Justice Immigration and Naturalization Service by act of Congress requires that all individuals appointed to a position MUST present proof of employment eligibility by completing Verification of Employment Eligibility Form (INS I-9) at time of appointment.
- E. If selected, immunization for such illness as found necessary by the Billings Area. Individuals may also be required to be tested for tuberculosis.

**DUTIES AND RESPONSIBILITIES:** Recommends codes and ordinances for enactment by the Tribal Council to control environmental conditions on the reservation. Accumulates data and maintains surveillance of populations of communicable disease vectors, e.g. encephalitis, rabies, etc. Responsible for food service sanitation surveys of IHS institutions, Head Start Schools, day care centers, eating and drinking establishments, and Tribal celebrations in accordance with Public Health Service Food Service Standards. Conducts surveys and evaluates Tribal industrial operations for compliance with current industrial hygiene standards, threshold limit values for chemical substances and physical agents in the workroom environment. Plans and promotes the Service Unit Injury Prevention Program in accordance with current Billings Area Policy. Coordinates efforts with the reservation's law enforcement personnel, Tribal courts, and Tribal Council. Conducts surveillance activities to measure the effectiveness of individual injury prevention activities. Develops and implements the Safety Management Program. Conducts environmental monitoring to identify and report health and facility exposure problems resulting from chemical agents, noise, vibration, excessive temperature extremes, and biological agents. Provides assistance to supervisors in identifying changes needed to revise safety policies and procedures. Develops and performs surveys to identify potential work related problems for employees resulting from ergonomic conditions and advise appropriate departments of options to control or eliminate unhealthful conditions. Provides expert advice, consultation services and training on safety and industrial hygiene to medical and administrative support staff through regularly established in-services. Conducts and coordinates new and annual employee orientation and training to all staff on safety, industrial hygiene, and occupational/environmental health. Conducts and coordinates all safety committee meetings as well as disaster drills and critiques on a periodic basis per JCAHO and/or CMS guidelines. Collects data on occupational injuries and illness and organizes loss control/risk management programs to target most frequent conditions resulting in loss of time, facility damages, and workmen's compensation claims. Reviews all accident reports from facility departments, and conducts accident and epidemiological investigations in order to analyze trends and recommends preventative measures and to promote the risk management and safety programs through protective, preventative educational, and motivational factors. Utilizes reference data to anticipate health hazards and recommend preventive measures to: 1.) Identify existing health hazards and prescribe controls; 2.) Substitute harmful substances with less harmful materials or processes; and 3.) Develop procedures to alter or isolate processes or operations in order to reduce or eliminate human exposure.

#### **EXPERIENCE AND EDUCATION REQUIREMENTS:**

##### **Basic requirements:**

**Education:** A full 4-year course of study that meets all the requirements for a bachelor's degree, and that included or was supplemental by at least 30 semester hours in a science or any combination of sciences directly related to environmental health (Such as sanitary science, public health, chemistry, microbiology, or any appropriate agricultural, biological, or physical science).

OR

**Experience:** Four years of experience in inspectional, investigational, technical support, or other responsible work that provided a knowledge and an fundamental understanding of, and the ability to use environmental health principles, methods and techniques equivalent to that which would have been gained through a 4-year college curriculum.

OR

A combination of education and experience as described above.

**Additional requirements :** In addition to meeting the basic requirements, applicants for positions at grades GS-7 and above must have the amounts of education and/or experience required for the grade level as shown in the following table.

| GRADE | SPECIALIZED EXPERIENCE                                      | OR | EDUCATION   |
|-------|---|----|---|
| GS-7  | 1 year of experience equivalent to at least the GS-5 level. | OR | 1 full year of graduate level education related to environmental health or superior academic achievement.   |
| GS-9  | 1 year of experience equivalent to at least the GS-7 level. | OR | 2 full years of progressively higher level graduate education or master;s or equivalent graduate degree related to environmental health.            |
| GS-11 | 1 year of experience equivalent to at least the GS-9 level. | OR | Completion of all requirements for a doctoral degree (Ph.D., M.D., or equivalent) or 3 full years of progressively higher level graduate education. |

**SPECIALIZED EXPERIENCE:** Qualifying specialized experience is experience in developing, evaluating, and advising on programs designed to prevent and eliminate environmental health hazards. Examples of qualifying specialized experience include analyzing environmental health problems through collection, tabulation, and evaluation of environmental sanitation data and development and implementation of plans to eliminate or control environmental health hazards.

**RANKING FACTORS:** Applicants who meet the qualification requirements described above will be further evaluated to determine the extent to which their education, work related experience, training, awards, professional recognition and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics, (KSAP's) required to perform the duties and responsibilities described above. **Applicants are encouraged to address the following KSAP's on a separate sheet attached to their application.**

**KSAP'S SUPPLEMENTAL QUESTIONNAIRE**

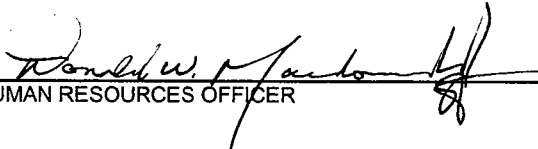
1. Ability to conduct food service surveys and to conduct a food handler class.
2. Ability to accumulate data and maintain surveillance of populations of communicable disease vectors.
3. Ability to work with several entities and facilitate meetings among several entities.
4. Knowledge of the hospital safety programs complying with JCAHO and/or CMS.
5. Ability to trend events, take corrective action, and provide surveillance to indicate success of corrective action.

The above KSAP's will be the basis for determining which applicants are best qualified.

Additional/alternate selection may be made within 90 days of the date the selection certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

FOR INFORMATION CONTACT Bernice Hugs AT (406) 247-7216. ALL APPLICATIONS ARE SUBJECT TO RETENTION, NO REQUESTS FOR COPIES WILL BE HONORED.

THIS IS AN AEP TARGETED POSITION: YES ☐ NO ☒  
**THE BILLINGS AREA INDIAN HEALTH SERVICE IS A SMOKE FREE WORK ENVIRONMENT®**

  
HUMAN RESOURCES OFFICER  
7/20/2004  
DATE

  
PROGRAM MANAGER  
22 July 2004  
DATE

## HOW TO APPLY

**NOTE: It is the Applicant's responsibility to ensure they have submitted a complete application.**

Choose one of the following forms to apply for this job.

Please submit one application or resume for each job you are applying for.

**Optional Application for Federal Employment (OF-612)**

**Application for Federal Employment (SF-171)**

**Resume or Other written application**

All applicants must ensure the application you submit contains the following required documentation. Failure to submit all required documentation with your application will result in your application being incomplete. Applicants with incomplete applications will not be considered for the position.

Your resume or other application format **MUST** contain the following information:

- ❖ **QUESTIONNAIRE FOR CHILD CARE POSITIONS BY THE CRIME CONTROL ACT OF 1990** must be submitted by **ALL** applicants. A **YES** to any of the questions may remove you from competition.
- ❖ **JOB INFORMATION**
  - Announcement number and lowest grade you wish to be considered for.
  - To receive consideration under the Merit Promotion Plan and the Excepted Service Examining Plan you must submit a written request with your application.
- ❖ **PERSONAL INFORMATION**
  - Full name, mailing address (with zip codes), day and evening telephone numbers.
  - Social Security Number
  - Country of citizenship
  - ***Do any of your relatives work for the Agency or Government organization to which you are submitting your application? If so, please list name, relationship, location.***
- ❖ **EDUCATION**
  - **Official Transcripts must be submitted**
- ❖ **WORK EXPERIENCE** - Give the following for your paid and non-paid work experience related to the job for which you are applying:
  - Job title
  - Duties
  - Employer/Supervisor's name, address and/or telephone number
  - Starting and ending dates of employment must include - month and year
  - Average hours worked per week
  - Indicate if we may contact your current supervisor
- ❖ **OTHER QUALIFICATIONS**
  - Job related training courses (title and year)
  - Job related skills, for example: other languages, computer software/hardware, tools, machinery, typing speed
  - Job related certificates and licenses (if you are a licensed medical professional, submit a copy of your license to practice)
  - Honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards

Submit the following documents along with your chosen application format if you are in **any** of the following categories:

| <b>COMMISSIONED OFFICER</b>  | <b>INDIAN PREFERENCE</b><br>Excepted Service Examining Plan  | <b>VETERAN PREFERENCE</b>   | <b>FEDERAL EMPLOYEE</b><br>Merit Promotion Plan<br>(Current, Former, or Displaced Employees)  | <b>DELEGATED EXAMINING</b><br>(Outside of the Federal Government)   |
|--|--|---|---|---|
| Current Billet description (if available)<br><br>Submit a copy of your most recent Commissioned Officer Effectiveness Rating (COER). | Verification of Indian Preference for Employment – <b>must submit (BIA Form 4432)</b><br><br>Current Billings Area IHS employees may state that proof of Indian preference is on file in their Official Personnel Folder.<br><br><b>Current or former federal employee must submit most recent FINAL performance appraisal rating.</b> | DD-214 Form (Honorable Discharge)<br><br>Form SF-15, if claiming 10-point preference (must submit additional required documents listed on the SF-15)<br><br><b>Must be submitted to receive preference.</b> | <b>Current Federal Employees or Reinstatement Eligible Individuals</b> must submit Notification of Personnel Action SF50-B, which shows #24 <b>Tenure</b> and #34 <b>Position Occupied</b> .<br><br><b>Current Permanent Employees and Reinstatement Eligible Individuals must submit most recent FINAL performance appraisal rating.</b><br><br>If No Performance Appraisal is available, applicants must provide written justification for its absence. | <b>Current Federal Employees or Reinstatement Eligible Individuals</b> must write on their application that they wish to be considered under Delegated Examining.<br><br>If this statement is not on the application and an SF-50 is received, the applicant will be considered under the Merit Promotion Plan. |

# REQUIRED APPLICATION QUESTIONNAIRE FOR CHILD CARE POSITIONS

NAME (PLEASE PRINT)

SOCIAL SECURITY NUMBER

**SANITARIAN**

**BF-04-089 A1**

JOB TITLE IN ANNOUNCEMENT

ANNOUNCEMENT NUMBER

CITIZENSHIP:

Are you a U.S. Citizen? YES ☐ NO ☐ If no, give the country of your citizenship.

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge

Section 408 of the Miscellaneous Indian Legislation, Public 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere to violent crimes.

**PERSONS APPOINTED TO POSITIONS WITH THE INDIAN HEALTH SERVICE CONSIDERED TO HAVE REGULAR CONTACT WITH OR CONTROL OVER INDIAN CHILDREN SHALL NOT HAVE BEEN FOUND GUILTY OF, OR ENTERED A PLEA OF NOLO CONTENDERE OR GUILTY TO, ANY FELONIOUS OFFENSE, OR ANY OF TWO OR MORE MISDEMEANOR OFFENSES UNDER FEDERAL, STATE, OR TRIBAL LAW INVOLVING CRIMES OF VIOLENCE; SEXUAL ASSAULT, MOLESTATION, EXPLOITATION, CONTACT OR PROSTITUTION; OR CRIMES AGAINST PERSONS; OR OFFENSES COMMITTED AGAINST CHILDREN. RESPONDING "YES" TO EITHER OF THE FOLLOWING QUESTIONS, OR FAILURE TO PROVIDE COMPLETE INFORMATION MAY CONSTITUTE REASON TO CONSIDER YOU INELIGIBLE FOR THE POSITION IDENTIFIED ABOVE.**

Have you ever been arrested for or charged with a crime involving a child? [If "YES" **YES** **NO**  
provide the information requested below]

☐ ☐

| Date<br>(mo/yr) | Charge | Felony/<br>Misdemeanor | Disposition | City/State of<br>charge/crime | Police Dept/ Court |
|-----------------|--------|------------------------|-------------|-------------------------------|--------------------|
|                 |        |                        |             |                               |                    |
|                 |        |                        |             |                               |                    |
|                 |        |                        |             |                               |                    |

Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any offense under Federal (this includes military service), State (this includes municipalities), or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons? [If "YES" **YES** **NO**  
provide the information requested below]

☐ ☐

| Date<br>(mo/yr) | Charge | Felony/<br>Misdemeanor | Disposition | City/State of<br>charge/crime | Police Dept/ Court |
|-----------------|--------|------------------------|-------------|-------------------------------|--------------------|
|                 |        |                        |             |                               |                    |
|                 |        |                        |             |                               |                    |
|                 |        |                        |             |                               |                    |

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$10,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature

Date